



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

(800)-803-9202 - (512) 463-6599 - FAX (512) 475-2871

www.tdlr.texas.gov - cs.property.tax.consultants@tdlr.texas.gov

### PROPERTY TAX CONSULTANT REGISTRATION APPLICATION INSTRUCTIONS

This application must be completed to become a Property Tax Consultant to perform property tax consulting services pursuant to Occupations Code, Chapter 1152, Title 7.

1. Provide your full name and any other names you may have used.
2. Date of Birth (MM/DD/YYYY).
3. Indicate your Gender.
4. Provide your social security number.  
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Applicant's Mailing Address  
This is your mailing address to which the Department will send all correspondence and a Post Office Box may be used.
6. If you DO NOT have a place of business in Texas, this section must be completed. List the name of the agent, their phone number and mailing address.
7. List the business name and business location.
8. Answer YES or NO if you have graduated from high school or hold a high school equivalency certificate.
9. Answer YES or NO if you hold a current real estate or real estate appraiser license. If you DO NOT, complete the information for your Senior Property Tax Consultant Sponsor the Texas Attorney you are employed by or associated with and acting for; and have them sign in the space provided.
10. Answer YES or NO if you have completed at least 40 hours of Department approved education courses. Included in the 40 hours must be 8 hours on laws and legal issues in Texas related to property tax consulting services. ( 4r of the 15 hours must be on laws and legal issues in Texas related to property tax consulting services.) **Copies of your completion certificates are required.**

**However, if you have a an active real estate broker license or an active real estate salesperson license under Chapter 1101, or an active real estate appraiser license or certificate under Chapter 1103, then you must have completed at least 4 classroom hours of educational programs or courses on the laws and legal issues in this state related to property tax consulting services. In this case, you do not need to have the 40 hours discussed above and you do not need to take the Property Tax Consultant examination. Copies of your completion certificates and any applicable licenses are required.**

11. (a) If you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation, answer this question YES and attach a completed Criminal History questionnaire. You may obtain this form on the TDLR website shown above. It is advisable to disclose all convictions other than minor traffic violations (for example: speeding, running a stop sign, or driving without a current inspection).
- (b) If you have ever had a business license revoked, suspended, probated or denied in any state, you must answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form at the TDLR website shown above.
12. Fee: \$275 is the TOTAL fee required. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to: TDLR, PO Box 12157, Austin, Texas 78711.
13. Sign and date the application.



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APPLICATION FOR:

# PROPERTY TAX CONSULTANT

PURSUANT TO OCCUPATIONS CODE, CHAPTER 1152, TITLE 7

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

RECEIPT NUMBER	PMT. AMOUNT	MONEY TYPE

DO NOT WRITE ABOVE THIS LINE

**NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.**

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN TWELVE (12) MONTHS OF THE FILING DATE, THE APPLICATION WILL BE CLOSED.

**1. Applicant's Full Name:**

\_\_\_\_\_  
Last First Middle Initial Suffix (JR, SR, III)

**2. Date of Birth:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Month Day Year

**3. Gender:** ☐ Female ☐ Male

**4. Applicant's Social Security No.:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.

**5. Applicant's Mailing Address :** (USED FOR ALL CORRESPONDENCE) (P.O. Box is allowed for this address.)

\_\_\_\_\_  
Number, Street, Suite No., Apt. No. or P.O. Box

\_\_\_\_\_  
City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

FAX Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

\_\_\_\_\_  
E-mail Address (johndoe@aol.com for example) See Note 1

**6. Designate your resident Texas agent for "service of process" if you DO NOT have a place of business in Texas.** (If you have a place of business in Texas, skip this section and proceed to number 7.)

\_\_\_\_\_  
Name of Agent Last, First M.I.

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Agent's Phone Number

\_\_\_\_\_  
Agent's Mailing address Number, Street, or P.O. Box

\_\_\_\_\_  
Agent's City State Zip Code

**7. Business Name:**

**Business Location:** STREET ADDRESS MUST BE DESIGNATED BELOW.

\_\_\_\_\_  
Number, Street, Suite No., Apt. No.

\_\_\_\_\_  
City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

FAX Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

\_\_\_\_\_  
E-mail Address (johndoe@aol.com for example) See Note 1

<b>8. Did you graduate from high school or do you have a high school equivalency certificate?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>9. Do you hold an active Real Estate or Real Estate Appraiser License?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If <b>YES</b> , what type of license do you hold ? _____	
License Number _____	Expiration Date: _____
If <b>NO</b> , indicate the name of the Senior Property Tax Consultant or the Texas Attorney you are employed by or associated with and acting for:	
_____ Senior Property Tax Consultant or Texas Attorney Name	
Senior Property Tax Consultant License Number _____	OR _____ Texas Attorney Bar Card Number _____
<b>By signing below, I certify that I employ or am associated with the Property Tax Consultant or the Texas Attorney named above whom I give authority to act on my behalf.</b>	
_____ <b>Senior Property Tax Consultant or Texas Attorney Signature</b>	_____ <b>Date</b>

<b>10. Do you have an active real estate broker license, an active real estate salesperson license, an active real estate appraiser license or certificate?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
*If you answered <b>yes</b> , you must complete at least 4 classroom hours of educational programs or courses on laws and legal issues in Texas related to property tax consultant services, and the Property Tax Consultant examination is not required.	
*If you answered <b>no</b> , you must complete at least 40 hours of Department approved educational courses. Included in the 40 hours must be 8 hours of laws and legal issues in Texas related to Property Tax Consultant services. You must also take the Property Tax Consultant examination.	
<b>*ATTACH COPIES OF YOUR COMPLETION CERTIFICATES AND ANY APPLICABLE LICENSES.</b>	

<b>11. (a) Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?</b> If YES, attach a "Criminal History Questionnaire" to this application.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(b) Have you had an occupational license, certification, or registration suspended, revoked or denied in any state?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, attach a "Disciplinary Action Questionnaire" to this application.	
All forms may be found at <a href="http://www.tdlr.texas.gov/ptc/ptcforms.htm">www.tdlr.texas.gov/ptc/ptcforms.htm</a>	

#### NOTICE REGARDING APPLICABLE FEES

<b>12.</b> If you submit an insufficient fee amount with this application, or submit an outdated application form, it may be returned to you. To verify the correct form version and required fees, consult the TDLR web site ( <a href="http://www.license.state.tx.us">www.license.state.tx.us</a> ) or contact TDLR using the information at the top of the first page.	
<ul style="list-style-type: none"><li>• All fees are required to be submitted with this application.</li><li>• The <b>non-refundable</b> application Fee is \$50. The registration fee is \$225. TOTAL fee \$ 275.</li></ul>	

#### STATEMENT OF APPLICANT

**13.** By signing this application I certify all information submitted on this and attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I further certify that I have read the Registration of Property Tax Consultants Act, Occupations Code, Chapter 1152, and the Texas Department of Licensing and Regulation rules promulgated thereunder and will abide by the Code of Ethics, Section 66.20(f) of those rules.

_____ <b>Date Signed</b>	_____ <b>Signature of Applicant</b>
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**NOTE 1:** The Department will add your address to the Property Tax Consultant email notification list, which automatically provides information from the Department on matters affecting Property Tax Consulting. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public. See additional information at the following link: [www.tdlr.texas.gov/newsletters/TDLRnotificationLists.asp](http://www.tdlr.texas.gov/newsletters/TDLRnotificationLists.asp).

**NOTE 2:** State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGS LC)** unless the licensee has entered into a repayment agreement with TGS LC. **YOU SHOULD CONTACT TGS LC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGS LC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed Student Loan Corporation, P.O. Box 15996, Austin, Texas 78761-5996, Telephone: 1-800-222-6297.**